

Application Form
MECH02



Development Services
Customer Service Center

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Office Use Only

A/P # _____

Amount \$ _____

Flag(s) _____

Development Coordinator _____ Date _____

MECHANICAL PERMIT (former BTMA) APPLICATION
FOR NEW SINGLE-FAMILY, TWO-FAMILY, TOWNHOME, OR ACCESSORY BUILDINGS

JOB ADDRESS (INCLUDE ADDRESS #, STREET NAME, & DIRECTIONAL), Apt/Unit#

CONTRACTOR NAME		PHONE	
ADDRESS	CITY	STATE	ZIP
CONTRACTOR LICENSE #	EMAIL		
CONTACT NAME		PHONE	

CERTIFICATION STATEMENT

I hereby certify that: I am authorized to make this application; all information provided on this application or in other submittals is true and accurate to the best of my knowledge; authorization from the owner to perform the proposed work has been granted; all work performed as part of any permit will comply with all applicable state and municipal laws and ordinances, and any required contractor license, personal license, or certificate of competency will be obtained prior to any work being performed. I understand that the issuance of a permit does not grant any contractor license, certificate of competency, business license, or other license, and unlicensed persons shall not be hired to perform work that requires a license or certificate of competency.

SIGNATURE _____ DATE _____

TYPE OF BUILDING

___ Accessory (garage, shed, etc.) ___ Single-Family

___ Two-Family or ___ Townhome (may require separate applications and permits)

VALUATION OF WORK

\$ _____

MAKE CHECKS PAYABLE TO: **MINNEAPOLIS FINANCE DEPARTMENT**, OR CHARGE TO

ALL MAJOR CREDIT CARDS ACCEPTED	ACCOUNT#	CVV#	EXP DATE: Mo ___ Yr ___
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JOB ADDRESS (INCLUDE ADDRESS #, STREET NAME, & DIRECTIONAL), Apt/Unit#

DESCRIPTION OF WORK

(CHECK THE APPROPRIATE ITEMS FOR WORK BEING PERFORMED AND PROVIDE ALL REQUESTED INFORMATION)

Heating (Heat loss/gain calculations must be provided with this application):

___ furnace ___ boiler ___ in-floor ___ other (describe _____)

Combustion air size _____ # of burners _____ burner input _____ (btu's)

Manufactured Solid Fueled Fireplace/Chimney _____

Cooling

Type: ___ split system/central; ___ high velocity; ___ ductless mini split; ___ other (describe below)

Ventilation:

Kitchen: ___ 0 to 300 cfm; ___ >300 cfm (For exhaust of more than 300 cfm, provide make-up air calculations with this application)

Number of bath fans: _____

Ventilation system:

___ HRV/ERV ___ Other

Square feet of conditioned space _____

Radon mitigation:

___ Active ___ Passive

Is there any ductwork outside the building envelope? ___ yes ___ no

If yes, what is the square footage of the conditioned space? _____

Other Work (describe) _____

Mechanical Permit

Fee Schedule**

Heating, Ventilation, Gas* and Air Conditioning Fees

VALUE OF WORK	FEE
Minimum Fee	\$80.90 (Does Not Include State Surcharge)
\$1.00 - \$50,000.00	1.91% of the total value of work
\$50,001.00 and over	\$955.00 plus 1.23% of the value of work over \$50,000.00

*Includes all gas piping and alterations to existing gas burners or systems

**Value of work must include the cost of installations, alterations, additions or repairs, including all labor and materials supplied by the contractor. In addition, it shall include all materials supplied by other sources when these materials are normally supplied by the contractor.

To figure MN State Surcharge fee, take the value of work x 0.0005

Gas Burner Permit Fees

INPUT (BTU/HR)	FEE
Minimum Fee - Residential & Commercial	\$81.90 (Includes \$1.00 State Surcharge)
Not Exceeding 399,999 Btu	\$70.50
400,000 and over	\$279.70
Alterations to Existing Burners	Based on valuation summarized above

*A separate fee must be paid for each gas burner to be installed except for multiple gas burner assemblies installed in a single device. In that case, the Btu/Hr capacities of the burners may be combined and a single fee paid on the result.

MN State Surcharge fee of \$1.00 should be added to the total permit fee